

KING COUNTY COMBINED FUNDERS NOTICE OF FUNDING AVAILABILITY

FALL 2009 COMBINED NOFA FOR SUPPORTIVE HOUSING FOR HOMELESS FAMILIES, INDIVIDUALS AND YOUNG ADULTS

- Capital Funding for New Affordable Housing
- Operating Support, Rental Assistance & Supportive Services for New and Existing Housing



City of Seattle

Gregory J. Nickels, Mayor

Office of Housing
Adrienne Quinn, Director
Human Services
Department
Alan Painter, Director



King County

Kurt Triplett, County Executive

Department of
Community and Human
Services
Jackie MacLean, Director



United Way
of King County

Jon Fine, CEO



ARCH
A Regional
Coalition for Housing
Arthur Sullivan, Director



OVERVIEW

The King County Homeless Housing Funder Group is pleased to announce a combined funding round for supportive housing to address homelessness throughout King County. Seven public and private funders will allocate approximately \$41 million in combined funds through this NOFA.

The intent of the combined NOFA is to provide streamlined application processes, reviews and awards to expedite providers' ability to implement projects and house homeless households.

APPLICATION WORKSHOP

Organizations interested in applying for any of the funds announced in this NOFA are strongly encouraged to attend the Application Workshop. The funders will discuss areas of common priorities in detail, and each of the funders will provide specific information about their funding and application processes.

APPLICATION WORKSHOP

Tuesday, July 21, 2009

10:00 AM – 12:00 Noon

Bellevue City Hall

450 110th Ave Ne, Bellevue, WA

IMPLEMENTING THE PLAN TO END HOMELESSNESS IN KING COUNTY

The Committee to End Homelessness in King County (CEHKC) is comprised of a coalition of non-profit organizations, government, faith communities, homeless people, businesses, and other supporters. In spring 2005 CEHKC released the Ten-Year Plan to End Homelessness in King County. One of the priorities set by the CEHKC Governing Board and Interagency Council, overseeing implementation of the plan, is to improve efficiency and coordination of existing resources. This joint allocation of capital, operating support, rental assistances and service funding for supportive housing is designed to address this goal.

This is the fifth countywide homeless funding effort to coordinate the application and allocation process for proposals that meet the goals of the Ten-Year Plan to End Homelessness. An additional 3,344 units of housing for homeless households have been brought into operation from the time the plan was adopted in 2005 through 2008. The Ten Year Plan goal is 9,500 additional units of housing available to homeless households.

FALL 2009 NOFA FUNDING PRIORITIES

Fall 2009 funding priorities were set by the King County Funders Group, which includes representatives from the City of Seattle, King County, United Way of King County, The Bill and Melinda Gates Foundation, ARCH, City of Bellevue, City of Kent, and the Committee to End Homelessness.

Shared funding priorities among the funders in this NOFA include:

- 1. Ensure that previously-funded capital projects opening their doors by the end of 2010 have sufficient operating or rental subsidies and appropriate levels of service funds to support the residents to be housed.**
- 2. Fund new capital projects that demonstrate a convincing plan to assemble all necessary resources in this funding environment, including maximum leverage of state and federal resources, and a strong likelihood of being funded with anticipated resources for the services and operating components of homeless housing.** Because there will be very limited local service and operating funds available starting in 2012, funders are encouraging applications from projects that serve a range of people with both high service needs and low to no service needs.
- 3. Select one organization to serve up to 20 high-need families by pairing intensive housing case management and employment and education services with Section 8 housing subsidies.** This priority is part of the coordinated assessment and entry for families pilot program discussed in more detail in the Related Funding Opportunities and Emerging Systems section of this NOFA on page 10.
- 4. Produce additional homeless housing units using rental assistance and service funds for housing with no time limits.** A priority will be given to proposals in this category that can maximize and leverage other sources not available through this NOFA including, as examples only: Shelter Plus Care, previously-committed Section 8, previously-committed HHSF, McKinney, and the Housing Access And Services Program (HASP). Please note that due to the high demand on services and rental assistance funds for the above priorities, there will be very limited funds available for new projects.

Note: Individual funders administer funding sources with broader eligible uses than the priorities listed above. Applicants must consult the specific funding parameters for each participating funder, beginning on page 5. In addition, applicants should review related funding opportunities and emerging systems updates, outside the scope of this Combined NOFA, beginning on page 10.

APPLICATION EVALUATION FACTORS

In addition to the priorities above, proposals will be evaluated for: feasibility, clarity, quality, and the factors listed below. Funders will determine which fund sources are the best match for projects.

1) Cost-effectiveness and clear budget information

Due to limited leveraging opportunities for all fund sources, a special focus will be placed on applicants' clear and compelling demonstration of cost effectiveness. Budgets should show

reasonable costs for all committed and proposed funding sources. In service and operating budgets, attention will be placed on how mainstream resources such as Section 8 and Medicaid are utilized.

2) Cultural competency

Applications should clearly demonstrate sponsor and/or partner capacity and program design that address the disproportionate number of persons of color who are homeless. In order to develop system-wide capacity in this area, project sponsors are also expected to demonstrate their ability to appropriately serve and engage persons for whom English is not a primary language. While some organizations may be able to clearly demonstrate this capacity on their own, we encourage partnerships between agencies with strong organizational capacity and those that may have a more limited capacity but that provide important services to communities of color.

3) Geographic spread of funds to address homelessness throughout King County

The Combined Funders seek to fund projects throughout King County. As a result, geographic distribution of projects will be considered as a component of final funding decisions. For more information about sub-regional goals, both the South King County and East King County documents describing local priorities and needs are available at the CEHKC website: www.cehkc.org/happening.aspx.

4) Willingness to participate in system coordination efforts

Funders are seeking to develop two systems of client care coordination and housing placement in which homeless people in need are matched with vacant units and appropriate levels of service (described on pages 10-11). More information on these systems will be presented in stakeholder meetings over the next several months. Applicants for combined NOFA funds should demonstrate how their projects will participate in and strengthen these systems. Funders are also interested in projects that utilize and align with existing initiatives such as the King County Landlord Liaison Project.

5) Matching appropriate housing with services

This NOFA does not mandate the use of specific housing or service models, but funders will be evaluating whether housing types and services levels are appropriate for the specific needs of the proposed population. For example, projects intended to serve homeless households with multiple barriers should clearly demonstrate lower threshold screening on the part of property management. Models that serve children should show services, educational opportunities, and play spaces specific to children. Programs that serve youth should demonstrate developmentally appropriate education and employment opportunities and housing models.

6) HMIS Participation

All projects funded in this NOFA will be required to participate in the Safe Harbors HMIS system. Domestic violence providers will not have to enter data into HMIS, but will be required to collect client-level data in a comparable database and report aggregate data for program participants.

PARTICIPATING FUNDERS

Information that is specific to each of the funding sources is outlined below:

COMBINED OPERATING SUPPORT, RENTAL ASSISTANCE AND SUPPORTIVE SERVICES (ORS) FUNDING

**Funds will be made available through an RFP
to be released on August 17, 2009
by the following funders:**

**KING COUNTY DEPARTMENT OF COMMUNITY AND
HUMAN SERVICES; UNITED WAY OF KING COUNTY;
KING COUNTY HOUSING AUTHORITY; WASHINGTON
FAMILIES FUND; SEATTLE HOUSING AUTHORITY**

Applications Due: September 24, 2009

Funding Available: *Please note that all funds under this offering will be made available through a single RFP. The funders will determine the specific sources at the time of award.*

1) KING COUNTY DEPARTMENT OF COMMUNITY AND HUMAN SERVICES:

Approximately \$7.3 million from the King County Supportive Housing Program's Homeless Housing and Services Funds (HHSF) will be allocated for multi-year commitments of up to five years according to the priorities listed above. Projects must show consistency with applicable plans: Veteran's and Human Services Levy Service Improvement Plan, MIDD Implementation Plan, and Ten Year Plan to End Homelessness in King County. Projects serving veterans with V-HS Levy funding must have relationships with existing veterans, programs, and/or systems to determine housing needs and referrals.

Homeless Housing and Services Fund sources include:

- HB 2163/1359/2331 Document Recording Fee Collections (approximately \$4.3 million);
- Veterans and Human Services Levy (approximately \$1 million, a portion will go to projects serving veterans and their families);
- Mental Illness Drug Dependency Sales Tax Collections (approximately \$2 million)
MIDD funds will be awarded for projects serving persons with mental illness and/or chemical dependency who are either currently enrolled in or who are eligible for treatment services in the publicly funded treatment systems administered by the Mental Health, Chemical Abuse and Dependency Services Division. These NOFA funds will pay for non- treatment services to support clients' maintenance of permanent housing

In addition, King County, in partnership with King County Housing Authority and the Washington Families Fund are seeking one agency to administer a high need family project.

Up to \$120,000 in additional HHSF funds and up to \$120,000 per year in WFF funds for services for five years, and 20 KCHA FUP Section 8 subsidies will be available. These households will also have access to comprehensive employment and education services provided by the King County Work Training program.

Contact: Katy Miller- King County/Combined ORS RFP Lead, (206) 263-9090, katy.miller@kingcounty.gov

2) UNITED WAY OF KING COUNTY CAMPAIGN TO END CHRONIC

HOMELESSNESS: At least \$1.6 million to be allocated with an initial commitment of up to five years. The focus is for supportive services with chronic homeless individuals moving into permanent supportive housing. This includes utilizers of emergency medical, sobering center, jail services in King County, visibly homeless individuals living on the street, and vulnerable individuals with high needs, including individuals living in shelters, encampments or vehicles. Supportive services include, but are not limited to, intensive case-management addressing mental health, physical health, physical disabling conditions, chemical dependency, employment and training opportunities.

Contact: Neil Powers- United Way, (206) 461-4934, NPowers@uwkc.org

3) KING COUNTY HOUSING AUTHORITY will make up to 20 Section 8 vouchers (approximately \$850,000) available to pair with up to \$240,000 in housing case management services funding provided by King County HHSF document recording fees and the Washington Families Fund. Participants will also be linked to comprehensive employment and education services provided by the King County Work Training Program. The project will serve high-need families as part of the coordinated assessment and entry for families pilot program (discussed in more detail in the Related Funding Opportunities and Emerging Systems section of this NOFA on page 10). Applicants should demonstrate engagement with the Landlord Liaison Project or comparable engagement with landlords. Vouchers may be tenant, project or sponsor based. Projects must be operational no later than June 30, 2010. KCHA reserves the right to expand, at its discretion, the number of vouchers awarded to selected pilot projects without further competitive process.

Contact: Kristin Winkel- King County Housing Authority, (206) 574-1168, kristinw@kcha.org

4) WASHINGTON FAMILIES FUND will make a maximum of \$1.25 million available for Moderate Level and High Level service projects. Moderate level projects receive a 10-year award with a 2:1 match for up to \$3,500 per unit serving families at or below 50% of AMI in non time-limited housing (minimum 4 units per award). High Level projects receive a 5-year award with a 1:1 match for up to \$7,500 per unit serving families at or below 20% of AMI in permanent supportive housing (minimum 10 units per award). More information will be available in the Combined ORS RFP and at www.buildingchanges.org

Contact: Emily Nolan- WFF, (206) 805-6136, Emily.Nolan@BuildingChanges.org

- 5) **SEATTLE HOUSING AUTHORITY** is making available up to 148 Project-based Vouchers for projects that will make long –term commitments to serve households with incomes below 30 percent of area median, with priority for projects that provide supportive services to residents who need assistance to maintain a stable residence and satisfactory quality of life, especially those who are highly vulnerable. The approximate 5 year value of these vouchers is \$5.3 million. Projects must be operational no later than December 31, 2010.

Contact: Jodi Speer- Seattle Housing Authority, (206) 239-1637, jspeer@seattlehousing.org

Combined ORS Application Workshop:

ORS Funders will hold an additional ORS Application Workshop on **Thursday, September 3rd, 10:00 – 12:00 at Mercer View Community Center** for organizations interested in applying for Operating Support, Rental Assistance and Services funds. This meeting is not mandatory, but is recommended and will provide more detailed information about the ORS application materials.

How to Access the Application: <http://www.kingcounty.gov/housing>

**HOUSING OPPORTUNITIES FOR PERSONS WITH AIDS
(HOPWA) OPERATING SUPPORT, RENTAL ASSISTANCE,
AND SUPPORTIVE SERVICES**

**Funds will be made available through an RFP
to be released on July 31, 2009 by the**

SEATTLE HUMAN SERVICES DEPARTMENT

Applications Due: August 28, 2009

Funding Available:

Approximately \$1.3 million available from U.S. Department of Housing and Urban Development for housing stability services, housing operating support, and rental assistance to increase housing access and retention among low-income and homeless persons living with HIV and AIDS and their families in King County. Application materials will be available on the Seattle Human Services website beginning July 31st. Initial awards will be made for the period of January 1, 2010 – December 31, 2010. Future investments will be contingent upon performance and funding availability.

Other Requirements: City of Seattle Consolidated Plan Housing Opportunities for Persons with AIDS (HOPWA) household eligibility guidelines for HOPWA-funded services including:

- Medical diagnosis provided by a physician of HIV-positive status, regardless of the presence of absence of concurrent symptoms; or HIV/AIDS or AIDS, or disabled by AIDS; and

- Household income not to exceed 50% of HUD Area Median Income.

How to Access the Application: <http://www.seattle.gov/humanservices/funding/>

Contact: Kim von Henkle, (206) 615-1573, kim.vonhenkle@seattle.gov
Andrea Akita, (206) 684-0113, andrea.akita@seattle.gov

**KING COUNTY DEPARTMENT OF COMMUNITY
AND HUMAN SERVICES / HOUSING AND COMMUNITY
DEVELOPMENT PROGRAM / HOUSING FINANCE**

CAPITAL FUNDS

Applications Due: August 31, 2009

Funding Available:

Approximately \$7.7 million in capital housing funds for all capital requests that submitted a stage one pre-application this year, including new 9% tax-credit projects; new projects that did not submit a stage 1 that do not need State Housing Trust Fund to move forward. This amount consists of the following sources:

- Veterans and Human Services Levy (V-HS Levy) capital funds (approximately \$1.7 million; \$700,00 in Veteran's Levy and \$970,000 in Human Services Levy). Chronically homeless households (veterans and others) with intensive service needs; permanent supportive housing; projects using a housing first approach; projects serving homeless households (veterans and others) that have a moderate need for services to overcome barriers and be successful in permanent housing; and other service-enriched housing.
- 2331 Document Recording Fee Surcharge for Homeless Housing (approximately \$1.5 million). Chronically homeless households and households with the greatest barriers to securing and remaining in permanent housing with high service needs; homeless and vulnerable households and households with a history of rental instability or other barriers with moderate to low service needs.
- HOME funds (approximately \$4 million) Low and very low-income households, including homeless households with various levels of service needs.
- Regional Affordable Housing Program (RAHP) funds (approximately \$200,000), Low and very low-income households, including homeless households with various levels of service needs.
- HOF Housing Innovations for Persons with Developmental Disabilities funds (approximately \$500,000)

How to Access the Application: <http://www.kingcounty.gov/housing>

Contact: John DeChadenedes, (206) 263-9081, John.DeChadenedes@kingcounty.gov

A REGIONAL COALITION FOR HOUSING (ARCH) CAPITAL FUNDS

Applications Due: September 10, 2009

Funding Available:

Approximately \$2+ million available for 9% tax-credit projects and projects that do not need State Housing Trust Fund to move forward. Funds are available for housing that meets any local priority. ARCH has a long term goal to spend approximately 13% of its resources for housing serving the homeless. In any given round a higher or lower percentage may be spent for homelessness. East King County cities and unincorporated areas within Urban Growth Line, (does not include Snoqualmie Valley area). See ARCH website (www.archhousing.org) for list of member cities. Refer to ARCH funding guidelines at <http://www.archhousing.org/HTF/>.

How to Access the Application: <http://www.archhousing.org/HTF/>

Contact: Klaas Nijhuis/ Kolya McCleave, (425) 861-3677, knijhuis@bellevuewa.gov / kmccleave@bellevuewa.gov

SEATTLE OFFICE OF HOUSING CAPITAL FUNDS

Applications Due: September 9, 2009

Funding Available:

Up to \$14 million in capital funds, including \$6 million in Levy, \$3 million in Federal, \$4 million in Bonus, and \$1 million in Housing First funds for the acquisition, rehabilitation and construction of new housing in the City of Seattle. OH is accepting applications only for 9% tax credit projects and non-9% tax credit projects that do not need State Housing Trust Fund to move forward. The priority for 9% tax credit projects is on projects that serve homeless households.

How to Access the Application: <http://www.seattle.gov/housing/development/MultifamilyNOFA.htm>

Contact: Debbie Thiele, (206) 615-0995, debbie.thiele@seattle.gov

RELATED FUNDING OPPORTUNITIES & EMERGING SYSTEMS

COORDINATED ASSESSMENT AND ENTRY FOR FAMILIES

As part of the 2009 Work Plan for the Committee to End Homeless (CEH) and through a coordinated effort with the King County Family Homelessness Planning Initiative, King County funders are seeking to develop a system of coordinated entry and uniform assessment for homeless and at-risk families. Families will access centralized points of entry and receive a timely and accurate assessment of their needs. This assessment will identify which supportive housing is most appropriate for each family. The system will also have the ability to divert families from becoming homeless.

The following guiding principles lay out a framework for a coordinated system for homeless families. These principles build upon the earlier work of the CEH and account for additional planning work and changes that have emerged in recent years. During the spring of 2009, these principles were taken to the broader stakeholder community and the result has been solid support for a Coordinated Assessment and Entry system.

Guiding Principles-- Coordinated Entry and Assessment for Families will:

- Start with families but be scalable and adaptable over time to respond to needs of other populations as funding/opportunities arise.
- Focus on homeless housing and services (prevention, emergency shelter, transitional housing, rapid re-housing, etc.) but should not go too far afield from housing-focused services.
- Be easy to use for families. Clients need to know how to access the system and have a clear path to find out about housing and services. Insure processes are culturally appropriate and accessible.
- Be client focused - always aiming to provide value to the client.
- Have defined point(s) of entry into the system, perhaps using regional hubs linked to the places where at-risk and homeless families who are seeking help regularly go for assistance.
- Use standardized, strengths-based, culturally appropriate screening and assessment protocols and tools (performed by designated staff specifically trained in the intake process).
- Allow for choice (client and agency) and fluidity but with realistic parameters and expectations.
- Ensure consistent coordination among providers and systems for services and referrals.
- Use Safe Harbors as the data base for coordinated entry, piloting an “open” data system that allows multiple agencies to share data related to families. Connect to existing infrastructure as appropriate - including, 2-1-1, Day One Program and auxiliary services.
- Be built on a system of adequate capacity (services and housing) to support clients now and in the future.

These guiding principles will be the basis for the final “model” recommendations that will be developed later this summer. There will be opportunity for input as the system changes are contemplated and protocols are developed.

As part of the first phase of implementation, King County and the City of Seattle will pilot a common screening and assessment tool.

In King County, the target for this pilot program will be two projects located outside of Seattle serving homeless families: (1) the King County Rapid Re-Housing Program (implementing agencies were selected from a previous RFP conducted last summer); and (2) the High Need Family project included in this NOFA.

Within the city of Seattle, the target for the pilot will be Seattle's Family Rapid Re-Housing Program. Rapid Re-Housing agencies will be selected through the Homelessness Prevention and Rapid Re-Housing Programs Request for Investment (RFI) process that is currently underway. (Information is available from the Seattle Human Services Department at <http://www.seattle.gov/humanservices/>.)

Shelter programs will be the entry point for these projects. They will pilot the screening/assessment tool in order to select the highest and lowest needs households based on a number of criteria, including risk factors in the home. The tool will determine the level of need for services and rental subsidies. Households will be referred based on set criteria. Given that this is a pilot program, not all families residing in shelter will be served due to program capacity and established screening criteria. The pilot will enable us to see how well coordinated entry and a common assessment tool will work on a small scale before implementing a countywide system.

Contact: Debbi Knowles, (206) 263-9088, debbi.knowles@kingcounty.gov

COORDINATED ASSESSMENT AND ENTRY FOR CHRONICALLY HOMELESS SINGLE ADULTS

Funders of supportive housing for chronically homeless single adults are seeking to develop a system of housing placement in which vacant units with intensive or specialized services are filled by people who need such services. The expectation is that these efforts will result in changes in our current system covering types of housing, priority populations, and points of entry for services, screening and assessment procedures, and priority for vacant units.

A "Client Care Coordination Coalition" (CCCC) is being established through which providers and others will have opportunities for input as protocols are developed. This coalition is a group of supportive housing providers, service providers, outreach programs, institutions, and funders in King County working cooperatively in order to (1) create coordinated, effective pathways for getting high-need homeless adults (including those who are frequent users of public systems and those who are highly vulnerable) into appropriate supportive housing; and (2) support the improved health and residential stability of these individuals.

As these systems are developed and refined, the funders expect to be able to collaborate on priority referrals to homeless housing projects. Applicants should demonstrate their ability to identify and serve high-need clients, and should expect to participate in Client Care Coordination (CCC) as it becomes available.

Among the guiding principles established to date by the CCC participants:

- CCC will have shared accountability for housing stability *and* health improvement outcomes of this population.
- CCC will operate as a learning collaborative, learning with and from each other, and with and from clients. We'll use this to improve programs and inform future investments.
- CCC will develop processes for tenant selection/housing placement that:
 - Are humane, honoring individual choice/preference.
 - Take into account knowledge and opinions of case managers and housing staff.
 - Take into account the type and level staffing and services to assure safe and appropriate housing placements.
 - Provide access both to frequent users of public systems (e.g., jails and hospitals) and to highly vulnerable people living in shelters and on the streets.
- CCC will assure that the supportive housing system is meeting the funders' intentions and requirements.

CCC will create a mechanism for feedback from providers/clients to funders.

Contact: Lorri Cox, (206) 263-8341, Lorri.Cox@kingcounty.gov

MCKINNEY HOMELESS ASSISTANCE FUNDS

McKinney Homeless Assistance Funds ("McKinney") are intended to help homeless households: (1) increase their housing stability, (2) increase their skills and/or income, and (3) obtain greater self-sufficiency. Locally more than 60 projects are currently funded with McKinney dollars.

A single consolidated application covering all of King County is submitted to the U.S. Department of Housing and Urban Development (HUD) each year at a time determined by HUD. The exact date varies from year to year. We expect this year's application deadline to be in October, 2009.

Each year funding for new projects is available on a limited basis. For the 2009 and 2010 competitions (funds available in 2010 and 2011 respectively), the Seattle-King County Homeless "Continuum of Care" (HUD's term for our consolidated application) is looking to fund new permanent supportive housing for disabled persons. To that end, McKinney funding for new projects is expected to be available in each round as follows:

- Approx. \$1 million in new dollars for acquisition, construction, operating and/or leasing for new permanent supportive housing for persons meeting HUD's definition of chronically homeless.
- An additional amount of funds may be made available for annual leasing or operating for new permanent supportive housing for disabled persons through reallocation of existing funds.

Because of HUD's requirements for timely expenditure of funds, McKinney dollars need to be among the last dollars into a project. Projects funded through this and previous combined funding rounds, as

well as projects that are already substantially funded through other sources will be best positioned for this funding.

Contact: City of Seattle: Eileen Denham, (206) 684-0915, eileen.denham@seattle.gov
King County: Kate Speltz, (206) 263-9084, kate.speltz@kingcounty.gov



KING COUNTY RAPID RE-HOUSING PROGRAM FOR HOMELESS HOUSEHOLDS WITHOUT CHILDREN RFQ

The Homelessness Prevention and Rapid Re-Housing Program (HPRP) is funded by the Homeless Prevention Fund, created by the American Recovery and Reinvestment Act of 2009. Funds are distributed by the United States Department of Housing and Urban Development (HUD) to eligible jurisdictions throughout the country on a formula basis.

With a subgrant from the Washington State Department of Community, Trade and Economic Development, King County is awarding approximately \$1.2 million over three years, to an agency or agencies to manage the King County Rapid Re-housing Program for Households without Children (RR-SP). The selected agency or agencies will serve the balance of King County outside of the City of Seattle. The Request for Qualifications (RFQ) for this project was released on July 8 and is due July 29th at 12:00 noon.

DCHS will target these funds to rapidly re-house single persons and couples without children who are experiencing homelessness. Funds may be used for financial assistance, housing relocation and stabilization services, data collection, and program administration costs.

How to Access the Application: <http://www.kingcounty.gov/housing>

Contact: Carole Antoncich, (206) 263-9086, carole.antoncich@kingcounty.gov

KING COUNTY NEIGHBORHOOD STABILIZATION PROGRAM RFQ

The King County Housing and Community Development Program (HCD) is administering approximately \$2.1 million in NSP funding through an award from the State of Washington. The program will focus on purchase of foreclosed properties to be rehabilitated, upgraded for energy efficiency, and sold or leased to income eligible households.

HCD will be releasing a Request for Qualifications (RFQ) by mid August 2009, and agencies interested in participating in the program must respond to the RFQ. Agencies may participate to acquire properties for both ownership housing and rental housing, including homeless housing, depending on the properties in foreclosure that can be acquired.

How to Access the Application: <http://www.kingcounty.gov/housing>

Contact: Cheryl Markham, (206) 263-9067, cheryl.markham@kingcounty.gov

HOW MANY COPIES OF THE APPLICATION ARE REQUIRED AND WHERE DO I DELIVER THEM?

Funding Type	Where is Project Located?	What Funds Will I Apply for?	What Application Do I Complete?	How Many Copies?	Where Do I Deliver the Applications?
Capital Funding	Seattle	<input type="checkbox"/> Seattle Office of Housing Capital \$\$	<ol style="list-style-type: none"> CTED Common Application Seattle Supplemental Application - revised for 2009 	1 original and 1 CD that includes the complete set of CTED Common Application and Seattle Supplemental Application, including the Budget and Excel Forms workbook – No PDF's please.	Attn: Debbie Thiele Seattle Office of Housing 700 Fifth Ave, 57 th floor Seattle, WA 98104 debbie.thiele@seattle.gov
	King County – including Seattle	<input type="checkbox"/> King County Capital \$\$ (HOME, Regional Affordable Housing Program (2060), Veteran's and Human Services Levy Capital, HOF HIPDD, MIDD)	<ol style="list-style-type: none"> CTED Common Application Housing Finance Program supplemental questions 	1 original and 1 CD that includes the complete set of CTED Common Application and Housing Finance Program (HFP) supplemental questions, including the Budget and Excel Forms workbook – No PDF's please. In addition, please provide 7 paper copies of the CTED Common Application and HFP supplemental questions (without Budget and Excel Forms workbook).	Attn: John deChadenedes King County Housing Finance Program 401 5 th Ave., 5 th floor Seattle, WA 98104 John.deChadenedes@metrokc.gov
	King County – outside Seattle	<input type="checkbox"/> ARCH Capital \$\$	<ol style="list-style-type: none"> CTED Common Application ARCH Supplemental Application 	1 original and 1 CD that includes a complete copy of the of the State Common Application and ARCH Supplemental Application– No PDF's please.	Attn: Klaas Nijhuis ARCH 16225 N.E. 87 th St, Suite A-3 Redmond, WA 98052 knijhuis@bellevuewa.gov

HOW MANY COPIES OF THE APPLICATION ARE REQUIRED AND WHERE DO I DELIVER THEM?

Funding Type	Where is Project Located?	What Funds Will I Apply for?	What Application Do I Complete?	How Many Copies?	Where Do I Deliver the Applications?
Operating Support, Rental Assistance, and Supportive Services *See Specific Funders' Requirements section of this document for specific funding information.	King County – Including Seattle	<input type="checkbox"/> King County DCHS/CSD/HCD – Homeless Housing and Services Program; Washington Families Fund; King County Housing Authority; Seattle Housing Authority United Way Supportive Services Funding – Campaign to End Chronic Homelessness	Common Application for Operating Support, Rental Assistance and Supportive Services 2009	1 original with original signature; 5 paper copies; and 1 electronic copy	Attn: Katy Miller King County HCD 401 5 th Ave., 5 th floor Seattle, WA 98104 Katy.miller@metrokc.gov
		<input type="checkbox"/> Housing Opportunities for Persons with AIDS (HOPWA)	HOPWA Application	1 copy submitted electronically OR 1 copy delivered (in person or by mail)	<i>Electronic Submittal – see website:</i> http://www.seattle.gov/humanservices/funding ; <i>Delivery:</i> 700 5th Avenue, Suite 5800 Seattle, WA 98104 <i>USPS:</i> P.O. Box 34215 Seattle, WA 98124-4215

KEY TO AVAILABLE RESOURCES

	<i>Web address to access program guidelines or application</i>	<i>Capital to Develop New Housing</i>	<i>Rental Assistance</i>	<i>Operating Support</i>	<i>Supportive Services: Case Mgmt, Mental Health, Chemical Dependency, Other</i>	<i>Section 8 Vouchers</i>
City of Seattle – Office of Housing	http://www.seattle.gov/housing/development/MultifamilyNOFA.htm	X				
King County DCHS/CSD/ HCD, Homeless Housing and Services Program; Washington Families Fund; Seattle & King County Housing Authorities	http://www.kingcounty.gov/housing		X	X	X	X
City of Seattle – Human Services Department	http://www.seattle.gov/humanservices/funding		X	X	X	
King County DCHS/CSD/HCD, Housing Finance	http://www.kingcounty.gov/housing	X				
United Way of King County (use common services app on King County web site)	http://www.kingcounty.gov/housing				X	
A Regional Coalition for Housing (ARCH)	http://www.archhousing.org/HTF/	X				

Homeless Housing Key Definitions

A range of housing models and strategies are needed to address the diverse needs of homeless people in King County. As part of promoting awareness and discussion of successful models of housing, staff from several funders prepared the following definitions. These definitions are meant to be descriptive and to promote a common understanding of the use of key terms. The definitions may evolve over time and are not meant to establish absolute requirements or prohibitions in terms of the service models that applicants may propose in their applications. Sponsors are encouraged to use the definitions to be clear about the population they plan to serve, the housing model they will use, and how the services will fit the needs of the anticipated residents.

- I. **Capital for Housing.** Funding pays for the costs to develop housing. These costs may include construction, rehabilitation, acquisition and other associated development costs, such as capitalized reserves.
- a. **Non Time-limited or Permanent Housing.** Independent community based housing that has no time-limit on tenancy or specific service requirement as a condition of tenancy, although services may be provided, depending on residents served. Residents hold rental agreements and can stay in the housing for as long as they choose and as long as they are in compliance with their rental agreement or lease. Note: Non Time-Limited Housing is also referred to in many of these definitions as “permanent housing.” The use of the word “permanent” does not imply an expectation or requirement that the tenant will stay in the unit indefinitely. “Permanent” means only that the housing is not artificially time-limited.
 1. **Affordable Housing.** Non time-limited housing that is available to households making 30%, 50% or 80% of area median income (AMI), also sometimes known as workforce housing. Housing projects may receive tax credits or other incentives in exchange for agreeing to set aside a certain number of units in the development for households earning a particular % of AMI. Households must meet income requirements to be eligible for the units.
 2. **Permanent Supportive Housing.** Permanent rental housing for a household that is homeless or at risk of homelessness and has a condition or disability, such as mental illness, substance abuse, chronic health issues, or other conditions that create multiple and serious ongoing barriers to housing stability. Households have a long term need for housing case management and services in order to meet the obligations of tenancy and maintain their housing. Tenant holds a rental agreement or lease and may continue tenancy as long as rent is paid and the tenant complies with the rental agreement or lease. Tenants have access to a flexible array of comprehensive services, mostly on site, such as medical and wellness, mental health, substance abuse, vocational/employment, and life skills. Services are available and encouraged but are not required as a condition of tenancy. There is ongoing communication and coordination between supportive service providers, property owners or managers, and/or housing subsidy programs. Housing providers may need to relax screening criteria to serve many of the households in this category.
 3. **Service Enriched Housing.** Permanent rental housing for homeless households with a lower level of service needs than those needing permanent supportive housing. Housing case management is offered, and many households will have only intermittent need for services, as the housing is designed for low-income and homeless people with a range of service needs. Some households may need individualized flexible services for a period of time, but do not need ongoing services to maintain housing long-term. Programs and services may be available on or off-site and promote personal and community asset building. Services are not required as a condition of tenancy.
 4. **Subsidized Housing.** Non time-limited housing that is supported by a rental subsidy. Generally, the tenant pays 30% of their monthly income towards rent and utilities, and the other portion of the rent is paid by the subsidy up to a reasonable amount.
 5. **Transition in Place.** Allows households to initially stabilize in housing with intensive services, and for services to be reduced over time and eventually discontinued. Households can remain in the housing

and convert the terms of their tenancy from temporary to permanent housing in the same unit or in a new unit in the same development. In most cases, there are a number of designated transitional units within a larger complex of primarily permanent units. Transition in place works only if there is a sufficient supply of affordable permanent units available to participants when their need for transitional housing services diminishes. Household income must be sufficient to pay the new rent amount or rental assistance must be offered.

b. Time-limited Housing.

1. **Transitional Housing.** Temporary housing that is time-limited, generally from three months to two years. Tenure is contingent upon participation in services, compliance with program rules, and compliance with tenancy. The goal of transitional housing is to provide the support needed for participants to become ready to “graduate” into permanent housing. Intensity and range of services provided varies among programs and should be appropriate for the target population served. Services may include case management, information and referral, life skills training, tenant education, and many others.
2. **Emergency Shelter.** Emergency Shelter is defined as temporary shelter from the elements and unsafe streets for homeless individuals and families. In Seattle-King County, shelter programs are either fixed capacity (facility-based) or flexible capacity (i.e., hotel/motel vouchers, etc.). Emergency shelters typically address the basic health, food, clothing, and personal hygiene needs of the households that they serve and provide information and referrals about supportive services and housing. Shelters range from mats on the floor in a common space to beds in individual units.

- II. Supportive Services.** A wide range of direct client services and assistance to people throughout the homeless housing continuum. Services may include such things as outreach and engagement, case management, information and referral, treatment, healthcare, employment, life skills training and housing stability.
- a. **Case Management:** Individually-tailored services provided in a client’s home or at an office that are described in a mutually-agreed-upon plan of action to address multiple life challenges. Case Management Services may include such things as budgeting and money management, life skills training, linkage to community services such as legal assistance, assistance applying for public benefits, parenting and liaison with schools, domestic violence counseling and safety planning, assistance with housing applications, mental health counseling, etc. Individual service plans include goals related to greater self-sufficiency and stability. Housing case management is the same services that are linked specifically to housing, and are intended to promote housing stability.
 - b. **Enhanced Property Management/ Front Desk Enhancement.** Property management activities that are enhanced in order to make the housing program effective for a special population. An example is the additional staffing required to operate a 24-hour front desk, a feature that is not necessary in a conventional apartment building but may be required to ensure tenant safety in a building serving chronically homeless individuals disabled by mental illness or chemical addiction.
 - c. **Employment Services.** Services that help link clients to employment opportunities in the community through skill building, job training, job readiness classes, assistance with resume writing, employment search, supported employment, and direct connections and referrals to jobs and/ or job programs.
 - d. **Health Care Services.** Medical and health related services that may include health screening, health education and illness prevention, testing, and treatment.
 - e. **Landlord Liaison.** Housing Search services aimed at linking homeless clients to units of permanent housing. A landlord liaison provides a bridge between the client, the property manager/landlord, service providers working with clients, and in some cases an agency that is master-leasing units from the landlord. Services may include such things as identifying and securing available housing units, outreach to landlords, managing landlord incentives, providing subsidies or connecting with subsidy providers,

facilitating or performing unit inspections, providing on-call service to landlords and connecting with service providers for clients in crisis, assisting with housing applications and advocating on behalf of clients to landlords, mediating and helping to resolve conflicts between a landlord and a client.

- f. Linkage Services.** Provide clients with contact information and referrals to housing and needed services and resources in the community. The responsibility for following up on these referrals typically lies with the client, unless they are unable to on their own.
 - g. Outreach Services.** Engagement with people who are not currently connected to community resources. Outreach services specifically target populations and/ or geographic areas in order to identify and connect people to services and/or housing.
 - h. Resident Services.** Property-based services that coordinate onsite activities and primarily provide information and referral to assist households in accessing services offered by third party providers. Resident services promote personal and community asset building, such as After-school programs; Employment programs; Adult Education programs; Child Care; Community Safety, and Resident Leadership and may be available through referral and/or on site with at least one staff to coordinate and deliver services. Classes and activities based on residents' needs may be offered on site. Activities and services may include such things as after-school youth recreation and tutoring, ESL, parenting, nutrition and financial literacy classes, employment services, adult education and community building and engagement and eviction prevention.
 - i. Treatment Services.** Therapeutic health, mental health, or substance abuse services that are provided by a licensed person/ agency to a client. Services are geared towards the individual needs of the client and may be provided in housing, a treatment facility, or in a community health/mental health care setting.
- III. Financial Assistance.** Expenses paid by an agency on behalf of a client to cover such costs as move-in assistance, household items, application fees, emergency rent-assistance and other emergent needs.
- IV. Operating Support.** Assistance provided to a housing provider to pay the costs to run and operate housing that is affordable to households with very low incomes.
- V. Rental Assistance.** Subsidy paid to a Landlord on behalf of a specific tenant to pay for a portion of the tenant's rent. Generally, the tenant pays 30% of their monthly income toward rent and utilities, and the subsidy provider pays the remainder up to a reasonable amount. If the client has zero income, rental assistance may pay the entire rent amount to the landlord. Rental Assistance may be long-term (12 months and longer) or short-term (less than 12 months).

Section 8 Vouchers/ Subsidies

- 1. Tenant-based Housing Choice Voucher Set-asides or Agency-based Vouchers.** The Housing Authority signs a referral agreement with a service provider/agency. The agency may refer a specific number of applicants to the housing authority for whom they will provide services. The applicants receive tenant-based Housing Choice Vouchers and select where they choose to live from the private market. The Housing Authority then signs a Housing Assistance Payment (HAP) contract with the private owner, but only for the duration that the voucher holder is in residence.
- 2. Project-based Assistance.** The Housing Authority contracts with a housing owner. The subsidy is directly attached to a specific number of units in the owner's development. The term is typically five years. The owner is required to have an MOU with a service provider and to ensure that tenants are provided the services they need.
- 3. Sponsor-based Assistance.** Under this model the Housing Authority contracts directly with a service provider. The service provider master leases units from one or more housing owners. The provider subleases these units to tenants and provides them with services. The Housing Authority funds the provider for the difference between the master lease rent and the tenant rent. This model provides

the equivalent rental assistance to the Section 8 voucher program, but does so under the housing authority's "Moving to Work" authority.

VI. Populations.

- a. **Chronically Homeless Person- HUD Definition.** Chronically homeless as defined by HUD, is an unaccompanied homeless individual with a disabling condition who has either been continuously homeless for a year or more OR has had at least four (4) episodes of homelessness in the past three (3) years. A disabling condition is defined as: (1) A disability as defined in section 223 of the Social Security Act; (2) a physical, mental, or emotional impairment which is expected to be of long-continued and indefinite duration, substantially impedes an individual's ability to live independently, and of such a nature that the disability could be improved by more suitable conditions; (3) a developmental disability as defined in section 102 of the Developmental Disabilities Assistance and Bill of Rights Act; (4) the disease of acquired immunodeficiency syndrome or any conditions arising from the etiological agency for acquired immunodeficiency syndrome; or (5) a diagnosable substance abuse disorder. The term "homeless" in this case means a person sleeping in a place not meant for human habitation (e.g., living on the streets), in an emergency homeless shelter, or in a Safe Haven as defined by HUD.
- b. **Chronically Homeless Person- United Way Definition.** Chronically homeless person as defined by United Way of King County's Chronic Homeless Initiative is a person who experiences long periods of time in emergency shelters and on the streets of King County due to multiple personal barriers to finding and maintaining housing. Many individuals may have one or more disabling conditions that contribute to personal barriers.
- c. **High-Utilizer.** Those persons diagnosed with mental illness and/or chemical dependency who are frequent users of emergency medical services, hospitals and/or the criminal justice system. High-utilizers are identified by the county sponsored high-utilizer coordinating group.
- d. **Homeless - King County Homeless Housing and Services Program and State THOR Definition.** A homeless person or household is someone who, on a particular day or night, does not have decent and safe shelter or sufficient funds to purchase a place to stay. This includes people who can provide proof of imminent housing loss or who are currently residing in homeless shelters or transitional housing.
- e. **Homeless Person - McKinney Act (42 U.S.C 11302) Definition.** A homeless person is a person sleeping in a place not meant for human habitation or in an emergency shelter; and a person in transitional housing for homeless persons who originally came from the street or an emergency shelter.
- f. **Homeless Family.** One or more adults over the age of 18, a pregnant woman (18 years or older) or a legal caregiver with at least one child under 18, who is residing in the home or are in the process of reunifying with their parent or custodian. Parents who are in the process of reunifying with their children must demonstrate that there is a clear plan in place for the custody of the children to be restored.
- g. **Homeless Older Adult.** A homeless person aged 55 or over. Programs serving this population may be eligible for specific funding sources and/ or may develop programming specific to the needs of this age group.
- h. **Homeless Young Adult.** Homeless persons ages 18 to 25 that may have been in an unstable housing situation for most of their life, including involvement with the foster care system, and require services that are geared toward their individual developmental needs.
- i. **Homeless Youth.** Homeless persons under age 18, and for whom services are often dictated by Washington State guidelines. Services are typically geared towards their individual developmental needs.
- j. **Long-Term Homeless:** This term includes all people who have been homeless for long periods of time or repeatedly over long periods of time as evidenced by stays in the streets, emergency shelters, or other temporary settings, sometimes cycling between homelessness and hospitals, jails, or prisons. This

definition intentionally includes a larger group of people than the HUD definition of chronically homeless, such as families, youth, partnered homeless people, and those who do not have a documented disability.

- k. **Person with a Disability - Social Security Definition.** A person who is determined to: 1) have a physical, mental or emotional impairment that is expected to be of continued and indefinite duration, substantially impedes his or her ability to live independently, and of such a nature that the ability could be improved by more suitable housing conditions; or 2) have a developmental disability, as defined in the Developmental Disabilities Assistance and Bill of Rights Act.
- l. **Person with Substance Use Issues.** A person who has problems resulting from a pattern of using substances such as alcohol and drugs. Problems can include a failure to fulfill major responsibilities and/or using substances in spite of physical, legal, social, and interpersonal problems and risks.
- m. **Person with a Mental Illness.** A person with a mental illness is someone who has a psychiatric disorder that results in a disruption in a person's thinking, feeling, moods, and ability to relate to others.
- n. **Veteran.** A veteran is defined as any person who:
 - Served in any branch of the armed forces of the United States, including the National Guard, the Coast Guard, and the Armed Forces Reserve; AND
 - Fulfilled the initial military service obligation, OR was called into federal service for at least 180 cumulative days; AND
 - Received the following characters of discharge: Honorable, Medical, Under Honorable Conditions (UHC).

National Guard, reserve member or service member is defined as any person who:

- Has been called up under Federal or State orders (including Article 10 or Article 32 activations); OR
- Is currently enlisted in the US Armed Forces; OR
- Is in the process of activation for duty; OR
- Is activated for duty; OR
- Is returning from duty; OR
- Has returned from duty in the previous 365 days.

Family members of veterans are defined as:

- A spouse or domestic partner of a veteran or service member, as defined above;
- A dependent of a veteran or service member, as defined above; a dependent must be the legal responsibility of the veteran or service member at the time of receipt of assistance.

VII. Strategies.

- a. **Assertive Community Treatment (ACT).** ACT is a service-delivery model that provides comprehensive, locally based treatment to people with serious and persistent mental illnesses. Unlike other community-based programs, ACT is not a linkage or brokerage case-management program that connects individuals to mental health, housing, or rehabilitation agencies or services. Rather, it provides highly individualized services directly to consumers. ACT recipients receive the multidisciplinary, round-the-clock staffing of a psychiatric unit, but within the comfort of their own home and community. For homeless clients, this can mean providing services on the streets or in shelters. To have the competencies and skills to meet a client's multiple treatment, rehabilitation, and support needs, ACT team members are trained in the areas of psychiatry, social work, nursing, substance use, and vocational rehabilitation. (This definition is excerpted from the National Alliance for the Mentally Ill, www.nami.org).

- b. **Graduation Beds.** Graduation beds refers to a strategy where residents of permanent, service-rich supportive housing, who no longer need high-intensity services of their existing building and who want greater independence, are given the option (and often assistance) to move into permanent affordable housing with less service supports. These clients will be supported throughout the shift to new housing and provided services on an as needed basis.
- c. **Harm Reduction:** Harm reduction is a set of practical strategies that reduce the negative consequences associated with drug use, including safer use, managed use, and non-punitive abstinence. These strategies meet drug users "where they're at," addressing conditions and motivations of drug use along with the use itself. Harm reduction acknowledges an individual's ability to take responsibility for their own behavior. This approach fosters an environment where individuals can openly discuss substance use without fear of judgment or reprisal, and does not condone or condemn drug use. Staff working in a harm reduction setting work in partnership with tenants, and are expected to respond directly to unacceptable behaviors, whether or not the behaviors are related to substance use. The harm reduction model has also been successfully broadened to reducing harms related to health and wellness as well as many other issues.
- d. **Homelessness prevention.** A set of strategies intended to assist people who are living in an unstable housing situation or facing a short-term housing crisis to remain in their current housing and not become homeless. Strategies include such things as outreach, information and referral, financial assistance, money management counseling and sometimes case management.
- e. **Housing First.** Housing first is a philosophical approach to permanent supportive housing that supports the direct provision of permanent housing to people who are homeless without a "housing readiness" test. There is no requirement that a household spend time in a shelter or graduate from a transitional housing program in order to receive permanent supportive housing, as above. In order to achieve "housing first", such housing must remove screening barriers, screen in many households that have traditional barriers to renting, and remove certain tenancy rules that present barriers, such as a clean and sober requirement.
- f. **Rapid Re-Housing.** Rapid re-housing is a term recently used by HUD to describe their homeless family initiative. It refers to the immediate and primary goal of moving a homeless household quickly into permanent, "non time-limited" housing and to help them stabilize. Services are delivered primarily following a housing placement and the goal is housing stability. Housing is not contingent on services; instead, participants must comply with a lease agreement and are provided with the services and supports as necessary.

Voluntary Services. Flexible services designed primarily to help tenants maintain housing. Voluntary services are those that are available to but not demanded of tenants (one's housing is not dependent on participation in services), such as service coordination/case management, physical and mental health, substance use management and recovery support, job training, literacy and education, youth and children's programs, and money management. While services are not a condition of tenancy, providers may employ motivational interviewing and other techniques to engage clients in services.